



**THE FY 2015 SOUTH FLORIDA FEDERAL EXECUTIVE BOARD'S
HIGH PERFORMANCE LEADERSHIP PROGRAM (HPLP)**

ANNOUNCEMENT

Position Title: High Performance Development Candidate

Opening Date: August 1, 2014

Closing Date: August 30, 2014

Agency Cost: \$800

Maximum Number of Participants: 15

Who May Apply

- **Current GS 11 – GS 13 or equivalents**, Permanent, Full-time Employees
- An exception may be granted, on a case-by-case basis, for individuals at the GS-10 level, or equivalent, if the agency can clearly demonstrate the individual's leadership potential.

Focus

The focus of the High Performance Leadership Program (HPLP) is to help equip our high performers/high potentials with the qualities and capabilities required to meet the leadership demands of the 21st century. The program will address issues that leaders in these challenging times will have to address; such as emergency preparedness, recruitment and retention, diversity, conflict resolution, communication, community engagement, reduced resources but increased accountability, green initiatives, and environmental challenges. All training will take place during normal business hours. The program period will begin October 22, 2014 and end December 31, 2015.

Selection and completion of this program does not guarantee promotion. This program provides knowledge and tools that will refine skills and enhance development. This is a stand-alone program sponsored by the South Florida Federal Executive Board (SFFEB).



Program Goals

- To develop High Performance employees capable of serving as High-Potential employees. Such employees currently demonstrate a high-level of contributions, share similar organizational values, and have the potential to advance and assume greater responsibility.
- To build a cadre of seasoned professionals who possess a broad understanding of the role of the federal government in society and recognizes the value of interagency collaboration in accomplishing federal initiatives.
- To assist participants in developing a broad array of managerial and leadership competencies particularly relative to communication, interpersonal skills, problem solving (including positive influencing and negotiating), leveraging diversity, strategic thinking, team building, resilience and flexibility, and continual learning.

Responsibilities of Selected Participants

Commitment of Time – The program will include instructor-led training, which may last up to one week; as well as, several **ONE**-day events each quarter. These events include group activities such as orientation and team building, training, mentoring (group and speed), tours, etc.

Attendance – Program participants are expected to attend all one-day sessions and any classes that are part of the core curriculum. Participants will be furnished a list of program requirements at the Program Orientation, and will attend scheduled sessions as a requirement for graduation. If a participant fails to complete core requirements, he or she may not meet the graduation requirements.

Program Topics

- Understand Diversity and Inclusion From an Individual and Team Perspective
- Critical Issues Impacting Government
- Agency and Community Collaboration and Cooperation
- Effective Communications Skills
- Outreach and Educate the Local Community about Government Services and Initiatives
- Recruitment and Retention of the Best and Brightest
- Lead Effectively in a Dynamic Environment
- Leadership Styles
- Resource Sharing, Soliciting, and Communicating Best Practices
- Environmental Issues and Green Initiatives
- Improve Program Efficiencies by Driving Down Operational and Administrative Costs



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- Mentor Opportunities(e.g. Speed Mentoring, Group Mentoring and One-On-One Mentoring)
- Emergency Management (Emergency Preparedness, Disaster Preparation, Emergency Communications and Information Sharing)
- Conflict Management
- Current Economic Issues

Methodology

- Lectures and seminars will be dispensed over the program year.
- Participants will be divided into workgroups to discuss in detail the concepts presented.
- Workgroups will be assigned agreed upon projects relating to topics discussed. Projects may involve studies or research of federal agencies to determine best practices, create videotapes, lesson plans, or create models that will serve to make government more effective and efficient.
- Results will be shared with the SFFEB, OPM, and other agencies when appropriate.

External Awareness/Shadowing – Participants will visit other local federal agencies to learn more about other agency missions, how workload challenges are met, and understand organizational structures. This experience is designed to allow the participant to expand on models for success, and create an understanding that there is more than one way to accomplish a task.

Reading Assignments – A leadership reading list will be furnished to participants. Participants are required to read and provide a synopsis of a minimum of four (4) books. Additional synopses will be accepted.

Online Training Courses- Participants will be required to take **40** hours of online training related to leadership topics. A list of required and optional courses will be provided.

Instructor Led Training – Participants will be required to complete a minimum of **80** hours of classroom training. A list of the required and optional training courses and topics will be provided during orientation.

Mentor – Participants will be required to participate in mentoring activities such as one-on-one mentoring, speed mentoring, and group mentoring.

Eligibility Requirements

1. GS-11 through GS-13 or equivalent, permanent employees (GS-10's are eligible in exceptional cases).
2. Applicants must be a full time federal employee in good standing, with at least one year of experience working for the federal government.



3. Applicants must be a high performing employee and have a satisfactory performance evaluation on their most recent evaluation.
4. Applicant's agency is responsible for funding participation in the program.

Application Process

Before submitting an application, prospective applicants should meet with their immediate supervisors to confirm their support, and discuss any operational or resource demands that may impact participation. The application process consists of:

1. Applicant cover letter or statement of interest that outlines the following:
 - Leadership experience
 - Detailed reasons and impacts for participation in the program
 - How enrollment in the program will provide a personal and organizational benefit
2. Resume - Include a chronological listing of job history, formal education, as well as non-technical training and development. Related professional licenses, certifications, awards, community service activities, professional memberships, accomplishments, etc., may also be included
3. Response to Leadership Assessment Questions
4. Completed Supervisor Evaluation of Management/Leadership Potential Rating Form
5. Endorsements by the applicant's first and second level managers

Selection Process

The SFFEB will forward complete applications to the Human Diversity Committee for selection.

1. The Human Diversity Committee will verify the applicant's eligibility and distribute applications to the Selection Panel.
2. The Selection Panel will rate applicants based on interview, experience and demonstrated abilities in leadership competencies.
3. The Selection Panel will forward the nominations to the SFFEB Executive Director or designee (no later than October 1, 2014).
4. Final participant selection will be announced by the SFFEB Executive Director or designee.
5. Incomplete applications will not be accepted.

Application Packets and FAQs are posted on the SFFEB Website:

<http://www.southflorida.feb.gov>